

CP

ODP 1866-77
16 SEP 1977

MEMORANDUM FOR: Director of Personnel

VIA : Clerical Staffing Branch, OP

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Request for Approval to Hire a Dependent
as a Part-Time Regularly Scheduled Contract
Employee

REFERENCE : Office of Personnel Memorandum No. 20-51-6

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1. The Office of Data Processing would like to hire [REDACTED] is a part-time Data Transcriber. Miss [REDACTED] is the dependent daughter of [REDACTED] and is currently attending the University of Maryland.

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2. For the past two summers she has been employed as a Summer-Only Employee with DDO/[REDACTED]. She is now available to work part-time all year. ODP plans are to assign [REDACTED] as a Data Transcriber and have her work eighteen hours per week.

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3. A request to extend her Summer-Only status until her transfer to contract status can be effective is also being submitted for your approval. Once you have given your permission for ODP to hire [REDACTED] and approved the extension of her Summer-Only status, she will be transferred from DCD to ODP while awaiting the completion of the necessary clearances to transfer her to contract status.

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for
Clifford D. May, Jr.

APPROVED:

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